



HALL OF GOVERNORS

Standing Capacity: 1500

Seated: 900

Seated at Tables: 320

NAME:

CONTACT PHONE:

EVENT DATE:

SET-UP TIME:

START TIME AND DURATION OF
EVENT:

To complete this form electronically, please save it to your computer before filling it out. Please clearly note preferred set-up configuration on the diagram. Any set-up is available for this space as long as it fits within the specified area.

Diagrams must be submitted no later than 2 weeks prior to the event or additional fees will be charged.

Requested Equipment
(please see fee schedule):

CHAIRS:

TABLES:

PODIUM:

GARBAGE CANS:

OTHER:

Note: Additional set-up, janitorial, and security fees may apply.

Please submit completed diagram attn: Capitol Scheduling
(fax) 801.538.3221 or
capitolscheduling@utah.gov

